

E-Mail: jane.doe@Beltmann.com

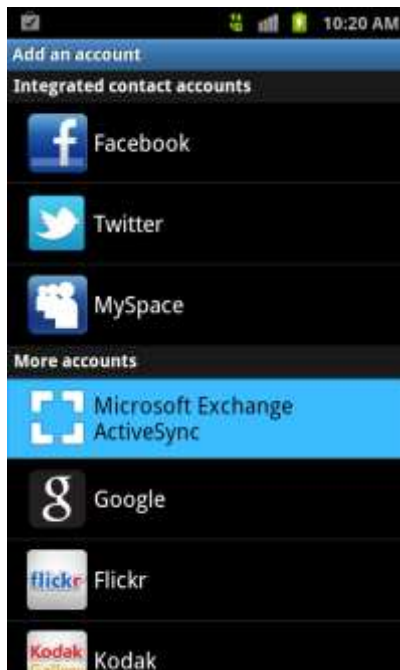
Password: You have it

Username: first initial.last name ie: jdoe

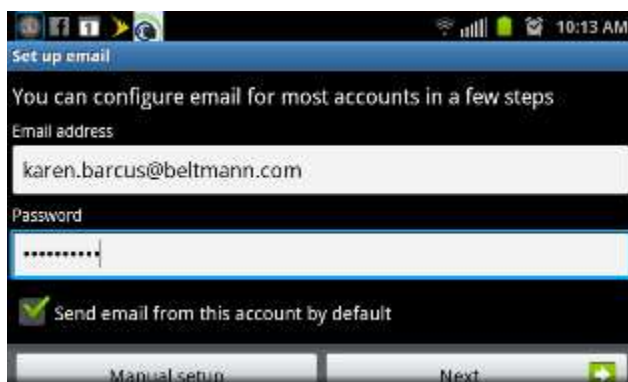
Exchange Server: webmail.beltmann.com

Exchange Domain: BGI

1. From the Home screen, touch **Applications**  > **Settings** > **Accounts and sync** > **Add account**.
2. Touch **Microsoft Exchange ActiveSync**.



3. Enter your email address in the first box, then touch the **Password** box and enter your password. (If you would like to send email from this account by default, select this option.) Touch **Next**



4. Review the message screen that is displayed. You can uncheck the **Always show** option, and then touch **OK** or **Yes**, to continue with the account set up.



5. Enter your **Domain**. BGI

A screenshot of an email setup screen on a mobile device. The screen has a black header bar with various status icons (signal, Wi-Fi, battery, time) on the right showing "10:32 AM". Below the header is a blue bar. The main area has four input fields with black labels on the left: "Email address" with the value "karen.barcus@beltmann.com", "Domain" with the value "bgi", "User name" with the value "kbarcus", and "Password" with masked characters "*****". The "User name" field is highlighted with a blue border.

11:25 AM

User name


kbarcus

Password

.....

☒ Accept all SSL certificates

Manual setup Next

6. Touch the **Manual Setup** box and edit the Exchange server name if necessary. Touch the **Back**  key to see the additional options available.

10:35 AM

Exchange server settings

Exchange server

webmail.beltmann.com

☒ Use secure connection (SSL)

☒ Accept all SSL certificates

Next

7. Put a checkmark in “Use secure connection (SSL)” and “Accept all SSL certificates.”
8. Touch **Next**.
9. The **Account options** screen allows you to select the following ActiveSync options:
 - **Peak schedule:** Choose how often your device should connect to the Exchange server to get email during peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
 - **Off-peak schedule:** Choose how often your device should connect to the Exchange server to get email during off-peak business hours. Choose **Push** to have email delivered to your device as soon as it arrives on the server.
 - **Amount to synchronize:** Choose the time period that your device should keep in sync.
 - **Emails retrieval size:** Set an email size limit. Your device will only download the headers for emails that exceed this limit. When you open the message you will be able to download the entire message.
 - **Period to sync Calendar:** Choose the time period that your device should keep in sync.
 - **Notify me when email arrives:** Mark this option to have your device notify you that you have new email messages.
 - **Sync contacts:** Mark this option to synchronize your contacts to your device.
 - **Sync calendar:** Mark this option to synchronize your calendar to your device.
10. Touch **Next**.

Account options

Peak schedule
15 minutes

Off-peak schedule
1 hour

Amount to synchronize
3 days

Emails retrieval size
2 KB

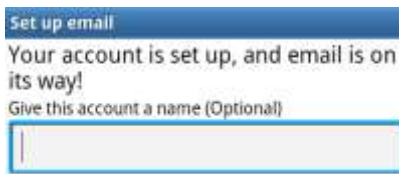
Period to sync Calendar
2 weeks


☒ Notify me when email arrives

☒ Sync Contacts

☒ Sync Calendar

11. Enter a name for the account. This will help you easily identify this account if you add additional email accounts to your device. Then touch **Done**.



12. You will be taken back to the **Add account** screen. If you have additional accounts, you add them now; if not, touch the **Back**  key to return to the **Accounts and sync** screen.